



City of Central Falls Job Posting

LOCATION:	Central Falls City Hall 580 Broad Street, Central Falls, Rhode Island 02863
POSITION TITLE:	Senior Home Delivery Program Driver
DEPARTMENT:	Parks & Recreation Department
SALARY:	\$16.00 per hour
POSITION TYPE:	Part-time (3 hours per day; 9 hours per week) Tuesdays, Wednesdays, and Thursdays, 10am-1pm

POSITION DESCRIPTION SUMMARY

With the support of the Title III B grant made possible by the Older Americans Act, the Central Falls Park and Recreation will be able to provide socioeconomically challenged seniors ages 60 and over with the opportunity to be part of our Senior Home Delivery Program, receiving pre-cooked lunches three times per week.

Senior Home Delivery Program Driver will be in charge of placing purchase orders for food from different local businesses at the beginning of the week. Additionally, the Senior Home Delivery Program Driver will be responsible for picking up the meals three days per week and delivering lunch between 10:30am and 12:30pm for five weeks. While strictly following COVID-19 guidelines and protecting our Central Falls seniors and our team, Parks and Recreation staff will have no contact while delivering these meals and will call seniors when their food is outside their doors to adhere to social distancing.

DUTIES AND RESPONSIBILITIES

The Senior Home Delivery Program Driver will be responsible for administering the program, keeping detailed distribution records, and providing weekly updates to the Director of Parks and Recreation to ensure optimal program delivery and to allow for program modification as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE REQUIRED

- Valid Driver's License
- High school diploma or GED required.
- Ability to pass a background (BCI) check.
- Exceptional customer service skills, time management, problem solving, and communication skills required.

PREFERENCE IN HIRING WILL BE GIVEN TO:

- City of Central Falls Residents
- Bilingual applicants who can demonstrate fluency in a second language as spoken by at least 10% of Central Falls City residents, as determined by the United States Census Bureau; and
- Military members/veterans

LANGUAGE SKILLS

Ability to read, analyze and interpret complex materials. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from a wide variety of municipal officials, businesses, and the general public. *Fluency in a second language spoken by a sizeable portion of the city, such as Spanish or Portuguese, strongly preferred.*

REASONING ABILITY

Ability to organize time, work independently, and accomplish tasks despite frequent interruptions; ability to maintain detailed statistics and records; ability to deal effectively and tactfully with the public and all municipal officials; ability to maintain confidential information; ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow; ability to communicate effectively.

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position requires the ability to operate a keyboard at sufficient speed of at least 50 words per minute.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EQUAL OPPORTUNITY EMPLOYER

Central Falls is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Read the City's full nondiscrimination policy here: <http://www.centralfallsri.us/nondiscrimination>

APPLICATION INSTRUCTIONS

Application and resume can be submitted through the following:

- In person or by mail to 580 Broad Street, Central Falls, RI 02863 Attn: Human Resources Department
- Email: ldias@centralfallsri.us.

Applications can be found on our website at www.centralfallsri.us under Human Resources/Employment.

Closing Date: Open until filled